



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 5/15/75	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAY 19 1975	Application No. 75-136 Date Completed MAY 30 1975
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Bureau of Investigation Personnel Office 1001 International Blvd., Suite 920 Hapeville, Georgia 30354		4. Person to Contact Gwin Hutcheson	
		5. Working Title Personnel Officer	6. Tel. No. 761-8428

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1/1/75 to Present	9. Exact Series Title Applicant Background Investigation File
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10. What is the function of the office in which this record series is created?

The GBI provides crime prevention and criminal investigation services to local law enforcement agencies and to the Executive Branch of Government. The Bureau also provides information and statistical data on criminal activity within the State of Georgia. The Administrative Division is responsible for financial planning and administrative support, the procurement, maintenance, and transportation of supplies, materials, and equipment; and the recruitment placement, and training of personnel.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Investigating background of applicants for employment with the GBI.

Included are: Investigative correspondence and copy of Merit System Application; Face Sheet (GBI-003 (4/74); Employment Interview Report; Investigation for Employment for GBI GBI-016 (9/74).

File arranged: Alphabetically by applicant's name.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	1/2			1	1 1/2		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	0	0		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?
Information is confidential & only authorized personnel are allowed to request these records. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 3 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

If the applicant reapplies another investigation will not have to be done.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER (See Below), then:

Upon hiring of applicant, remove from Applicant Background Information File and place in Active Individual Personnel File.

Upon rejection of applicant, retain in Applicant Background Information File. Cut off file at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 2 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Jackie Brown</i>		Date <i>5/15/75</i>	OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are: <div style="border: 1px solid black; padding: 2px; display: inline-block;">STATE RECORDS COMMITTEE</div>	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>E. P. Peters</i>		<i>5/15/75</i>	
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Ligon</i>		<i>5-29-75</i>	
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>		<i>5-27-75</i>	
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert J. Hays</i>		<i>5-29-75</i>	